

Writers' Toolbox

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Course Objectives

Writers' Toolbox is designed to teach you about the writing process: how you write, why you write that way, and how to modify your writing process to be successful. Because writing is a daily activity in all fields and all disciplines, it is important for you to be comfortable writing. Throughout the class students should:

- Identify the basic components of a successful paragraph and essay,
- Examine how writing processes work and experiment with them,
- Identify areas of writing weaknesses that need to be addressed and work on strengthening them,
- Experiment with different modes of writing, and
- Give and receive feedback on writing.

Course Guidelines

In order for Writers' Toolbox to be successful, students must adhere to the following guidelines.

Respect

This class is lecture, workshop and discussion. With that in mind, everyone should participate. If you sit quietly and do not speak, you are doing a disservice not only to yourself but to the class. Conversely, if you dominate every discussion, you are not allowing your peers to voice their opinions. Please be mindful and respectful of others when they have the floor and of diverse opinions that may arise. Also note that participation will be a factor in your overall grade.

I won't be texting or listening to music during class, so neither should you. If you feel inclined to reach for your iPod or cell, please reach instead for your Delta expectations and consequences and spend a few minutes reviewing them.

Computers and Chromebooks are great tools, but they can be abused in class. If you are off task, you distract your peers and belittle your teacher. Please use them only for the intended academic purposes during class or expect to forfeit their company.

Attendance and Preparation

Students are expected to attend every class. In addition, you are also expected to adhere to the following guidelines:

1. Promptness of bodies: please come to class on time. If you are tardy, obtain a pass from the office before entering the classroom. If you have been absent, please bring your excuse from the office to class.

2. Promptness of work: you must be prepared for class with all assignments completed and ready to be turned in at the beginning of class. Papers should be printed or shared with me **before class starts**. If, for some reason, you must turn your work in late, please make arrangements with me **before class**. All late papers, larger worksheets, and projects will be docked minimum of 10% for every day (weekends count as two days) and smaller assignments will not be accepted.
3. Unexcused absences are . . . unexcused; I will accept no late work and you will not be able to make up tests or quizzes.
4. Appearance: unless indicated, all papers must be typed.
5. Please proofread your papers. If possible, have someone else proofread them.
6. Keep all hard copies of graded assignments! If you have a question on a grade, we can both refer to my notes on your papers.
7. Technology Issues? It happens. Contact me ASAP. Work that is due can always be handwritten if necessary.

Plagiarism and Cheating:

You may talk to your friends about homework and brainstorm ideas: this is not plagiarism. However, if you “borrow” someone else’s published or unpublished ideas or copy from anything (including worksheets and the internet) without proper citation, you are plagiarizing. Don’t do it! You will receive a zero if you plagiarize, and I will contact your advisor.

Cheating is not acceptable. In addition to wandering eyes on quizzes and tests, copying your friend’s homework is also cheating. You’ll receive a zero and I will contact your advisor. Don’t do it.

Course Requirements

- Multiple papers in multi-draft form,
- Quizzes,
- A number of homework assignments, and
- A final exam.

Assessment

Count on homework in this course nightly. Though typically not arduous, it is expected that you will have it and have it completed--before class. You will be graded on completion (5 points per worksheet). You will write a number of papers in this class. For most papers you can expect to turn in a rough draft, participate in a peer review, and produce a final draft. Rough drafts and final drafts are worth points, so make sure you have them ready. Each paper will be assessed based on a rubric that will be distributed with the assignment.